

**LANCASTER COUNTY
DEPUTY CHIEF ADMINISTRATIVE OFFICER**

NATURE OF WORK

This is responsible administrative work assisting the County's Chief Administrative Officer in the coordination and management of internal and/or external County Board functions.

Work involves responsibility for exercising professional judgment involving a wide variety of public, intergovernmental and interdepartmental contact. Incumbent will have responsibility for researching and reviewing assigned projects and coordinating such projects with county departments, civic organizations and the general public. Work is performed under the general policy direction of the Chief Administrative Officer with work reviewed in the form of conferences, reports and results obtained. Supervision may be exercised over subordinate staff. This is an unclassified position.

EXAMPLES OF WORK PERFORMED

Research and make recommendations on special projects including departmental organizational structures, legislative bills, grants and current county issues.

Coordinate media relations and activities including writing newsletter and newspaper articles and news releases; update and inform media representatives on relevant County issues; promote and represent Lancaster County in community activities.

Interpret and communicate County Board policy to County departments, public agencies and the general public; investigate and recommend new policies and revisions to existing policies; implement policies at the direction of the County Board and Chief Administrative Officer.

Review County vendor claims to determine compliance with County purchasing policies and statutes; resolve purchasing requirements between purchasing agent and purchaser; report noncompliant purchases to County Board.

Assist with the facilitation and coordination of County Management team meetings and activities; assist with the coordination of weekly County Board staff meetings; attend Board and staff meetings as directed.

Plan and implement specific projects as assigned by the Chief Administrative Officer; act as liaison between County Board, city, county, state, and federal agencies and the general public as required; evaluate County programs and appointed directors as assigned; represent the County Board and/or Chief Administrative Officer on a variety of committees as assigned.

Develop and make recommendations regarding the annual budget.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the principles, practices and problems of public administration.

Considerable knowledge of the operations, functions, policies and procedures of county government and how these interact to produce effective county administrative and operational structures.

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Knowledge of public budgeting processes and practices.

Knowledge of computer systems as they relate to governmental and management applications.

Some knowledge of County Board policy.

Some knowledge of legal provisions affecting the operations of county departments.

Ability to analyze and interpret data and submit oral and written reports.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with community and County officials, the County Board, co-workers and the general public.

Ability to handle difficult situations diplomatically.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four year college or university with major course work in public administration, management or related field plus considerable experience in governmental administration at the division or department head level.

MINIMUM QUALIFICATIONS

Graduation from an accredited four year college or university with major course work in public administration, management or related field plus experience of a responsible nature in governmental administration or a comparable field; or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

Approved by: _____
Department Head Personnel Director

11/2000

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